



ARTS LAW CENTRE OF AUSTRALIA

JOB DESCRIPTION

POSITION: DIRECTOR LEGAL SERVICES

RESPONSIBLE TO: Chief Executive Officer

SALARY RANGE: \$91,316-\$104,362 per annum (additional salary packaging + superannuation)

STATEMENT OF DUTIES

Prerequisites

It is a prerequisite that the Director Legal Services holds, or is eligible to hold, a current unrestricted practicing certificate in New South Wales. Experience in intellectual property law, including copyright. Must be available to travel.

1. Legal Practice

Manage the legal practice of Arts Law (this is done at the request of the CEO and the approval of the Board) This includes the following:

1.1 Advisory

Supervise and coordinate Arts Law's legal advice service including the provision of legal advice to individual artists and arts organisations with arts related legal problems.

Coordinate Arts Law's national document review service and arrange legal reviews of documents for subscribers both internally and with volunteer lawyers on our national pro bono panel. Assist with the provision of the Artists in the Black service for Indigenous artists.

Supervise and monitor the advisory work of lawyers on the volunteer lawyer panel.

Work with the CEO to monitor and streamline legal advice procedures and implement clear guidelines for best practice in service provision. Ensure Arts Law's legal practice complies with National Association of Community Legal Centres' (NACLC) Risk Management Guide.

1.2 Referrals

Supervise the referral of on-going matters to Arts Law's national panel of referral lawyers, accountants, mediators and other professionals.

Ensure records relating to pro bono and referral lawyers, accountants and mediators are all kept up to date and pursue opportunities to develop relationships with them, in collaboration with the CEO.

1.3 Alternative Dispute Resolution

Supervise Arts Law's Alternative Dispute Resolution (ADR) service including the development and implementation of ADR policy and procedures, maintaining panel of mediators and experts, and monitoring the effectiveness of the ADR service.

1.4 AITB Legal Advice and Casework

Be responsible for the Artists in the Black (AITB) casework (currently suspended) and advice service in consultation with the CEO and the AITB coordinator.

Supervise casework, advice and information provided by other Arts Law staff, volunteers and pro bono lawyers through the AITB service.

1.5 AITB Wills and Estates

In consultation with the CEO assist in the organisation and delivery of the AITB wills and estates service.

Supervise the wills and estate work provided by Arts Law and pro bono legal staff.

2. Education and professional development

Prepare and give lectures, seminars and workshops to creators, tertiary students, arts workers, Indigenous artists and other stakeholders in areas of law relevant to practicing artists and arts organisations, including contracts, copyright, defamation, employment, governance and business structures.

Contribute to the development of Arts Law's education resources and evaluation procedures.

Collaborate with the CEO and the legal staff in the development and delivery of Arts Law's national education program.

Share with the CEO and other solicitors, the responsibility for teaching any arts or legal courses as requested.

3. Publications and website

Oversee Arts Law's publications program in collaboration with the CEO and other legal staff.

Prepare material for publication in Arts Law's information sheets, checklists and guides, eBooks, and on the 2 websites maintained by Arts Law.

Develop new, and maintain current contract templates for use by Australia's creative communities, with the assistance of Arts Law's legal staff and pro bono lawyers .

Prepare articles for publication in arts and legal journals, including in-house newsletter, Art+Law.

4. Advocacy on Law and Policy Reform

Contribute to the law and policy reform work of Arts Law, including participation in the Arts Law's advocacy committee and the development of an advocacy plan.

Prepare submissions and participate in other law and policy reform strategies as directed by the CEO.

5. Volunteers

Supervise volunteer lawyers on the volunteer lawyer panel, day-time volunteers (lawyers) and interns during business hours.

Ensure volunteers understand all legal and risk management requirements of Arts Law and advise the CEO as to changes required to volunteer policies as appropriate.

6. Promotion and Liaison

Foster relationships and maintain contacts with government, lawyers, arts and community organisations in consultation with and as directed by the CEO.

Assist in liaising with the media and representing Arts Law in media interviews as directed by the CEO.

7. Community Legal Centre liaison

Be responsible for ensuring Arts Law's compliance with the NACLC's Professional Indemnity Scheme including participating in annual crosscheck.

8. Administration

Assist with all aspects of office administration and attend Board and staff meetings as required.

Provide advice to CEO on library and reference materials needed by Arts Law and the legal practice.

9. Other Duties

Participate in regular staff and other meetings as required.

Carry out other duties as may reasonably be required by the CEO.

SELECTION CRITERIA

DIRECTOR LEGAL SERVICES

Essential

1. Hold or be eligible to hold an unrestricted practising certificate in New South Wales.
2. 7+ years post-admission experience preferably in intellectual property (copyright) with a working knowledge of commercial law.
3. Well-developed management and organisational skills including demonstrated experience in managing a small legal team.
4. Demonstrated experience in providing practical legal advice on the legal problems faced by creators and arts organisations.
5. Excellent verbal and written communication skills, in particular, the ability to explain complex legal issues to individuals and groups with a predominantly non-legal background.
6. Experience in commercial legal drafting.
7. Experience in policy and law reform work and an awareness of law reform issues relevant to artists' professional and creative activities.
8. Proficiency on a windows platform and skills and experience using a range of software packages including Microsoft Office.
9. Demonstrated ability to work effectively in a small office team.
10. Ability to travel nationally on a regular basis.

Desirable

1. Experience in community-based organisations or arts organisations.
2. Experience in working with people from Indigenous backgrounds.
3. Experience in providing tertiary or community legal education.
4. Expertise in wills and estates law.